

STATE OF CALIFORNIA

TRAVEL EXPENSE CLAIM

See Instructions and "Privacy
Statement On Reverse Side"

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STD 262 (REV 6/93) (DHS Electronic)

CLAIMANT'S NAME

John C. Duncan

SSAN OR EMPLOYEE NUMBER

DEPARTMENT

Industrial Relations

POSITION

CBID NUMBER

DIVISION OR BUREAU

INDEX NUMBER

Director's Office

HEADQUARTERS ADDRESS

TELEPHONE NUMBER

455 Golden Gate Avenue, 10th Fl.

STATE

CA

CITY

San Francisco,

STATE

CA

ZIP CODE

94102

(1) MONTH/YEAR		(3)	(4)	(5) MEALS			(6)	(7) TRANSPORTATION				(8)	(9)		
(2) DATE		LOCATION WHERE EXPENSES WERE INCURRED	LODGING	BREAK-FAST	LUNCH	O.T., LT, N/C, RELO, OR DINNER	INCIDENTALS	(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS PARKING	(D) PRIVATE CAR USE		BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY	
DATE	TIME										MILES	AMOUNT			
3	0700	Tiburon to Sacramento; return							PC	P	24.50				
	2000									T	4.00	184	101.20	129.70	
9	0800	Tiburon to Sacramento; return							PC	P	20.00				
	2000									T	4.00	184	101.20	125.20	
11	0700	Tiburon to Sacramento; return							PC	P	12.00				
	1800									T	4.00	184	101.20	117.20	
12	0700	Tiburon to Sacramento to San Francisco							PC	P	19.50				
	1500									T	4.00	179	98.45	121.95	
16	0700	Tiburon to Sacramento; return							PC	P	20.00				
	1900									T	4.00	184	101.20	125.20	
17	1500	San Francisco to Fresno; return (3/18)	94.08											94.08	
	1500														
19	1300	San Francisco to Oakland Airport; to Los Angeles	125.43						PC	P	35.00	21	11.55	171.98	
	1700														
20	1200	Los Angeles to Oakland Airport to San Francisco			10.00				PC	P	34.00				
	1630									T	4.00	21	11.55	59.55	
23	0700	Tiburon to Sacramento; return							PC	P	20.00				
	1900									T	4.00	184	101.20	125.20	
24	0700	Tiburon to Sacramento; return							PC	P	20.00				
	1900									T	4.00	184	101.20	125.20	
25	0700	Tiburon to Sacramento; return							PC	P	17.00				
	1900									T	4.00	184	101.20	122.20	
26	1100	San Francisco to Oakland							PC	P	12.00				
												16	8.80	20.80	
(10) SUBTOTALS			219.51		10.00			#REF!			270.00	1525	838.75	#REF!	1338.26
COLUMN CODE (ACCTG USE ONLY)										###					

(11) PURPOSE OF TRIP, REMARKS, AND DETAILS (Attach receipts/vouchers when required)

3/3: Attended meeting at LWDA; mtg. w/legislative member; worked from Sacramento DIR office

3/9: Presentation: Officers/Board of Directors, CA Wine Institute; worked from Sacramento DIR

3/11: Presentation: St. Building & Construction Trades Council of CA; worked from Sac. DIR office

3/12: Attended meetings at LWDA; State Compensation Insurance Board meeting in S.F.

3/16: Presentation: CA Labor

Federation Legislative Conference

3/17-18: Participated in heat-illness

prevention kick-off, Fresno

3/19-20: Attended IFDM Advisory

Committee mtg., Los Angeles

CALSTARS CODING

FY	INDEX	OBJ	AG	PCA	#REF!	PROJ-WP

(12) NORMAL WORK HOURS

(13) PRIVATE VEHICLE LICENSE NUMBER

MILEAGE RATE CLAIMED

\$0.550

AGENCY ACCOUNTING OFFICE
USE ONLY

PAID BY REVOLVING FUND CHECK NO.

(15) I HEREBY CERTIFY That the above statement is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753, and 0754 pertaining to vehicle safety and seat belt.

(16) SIGNATURE, OFFICER APPROVING TRAVEL & PAYMENT

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DATE	(16) SIGNATURE OFFICER APPROVING TRAVEL & PAYMENT	DATE
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